

Request for Qualifications -Addendum Construction Management Services

Project: The Danville Train Station

Client: The Town of Danville and The Danville Train Station Committee (DTSC)

Project Architect: Ryan Edwards

Date: October 27, 2022

Project Overview

The Town of Danville (hereinafter referred to as “Owner”) and the Danville Train Station Committee, the lead group coordinating the project on behalf of the town, are seeking proposals for Construction Management services for constructing the rehabilitation of the Danville Train Station property.

The DTSC, a chartered sub-committee of the Danville Planning Commission, has been meeting since December 2020 and is an offshoot of a 14-month multimodal planning process with a primary goal of better connecting the Lamoille Valley Rail Trail (LVRT) to Danville's village centers and community assets. The Historic Train Station was also a focus of that effort. The Train Station was originally constructed in 1871 and evolved into a thriving activity center and gateway into Danville Village. DTSC's efforts are aimed at returning this area to its fullest potential as a transportation and economic hub for the community. This project involves the rehabilitation of a late 19th century vernacular stick-style rural station located along the LVRT. The DTSC has raised over \$300,000 in grant funds, private donations and Town support to undertake the redevelopment and preservation of the building.

The property consists of a 1 acre lot which includes rail trail frontage, dirt parking lot and a 1,500 sq. ft. building with a passenger section (ticket office, closet, bathroom) and a freight section. The estimated construction budget for this project is \$475,000 – \$575,000. Preconstruction services are expected to commence immediately upon award of contract.

The Construction Manager (CM) will act both as the Owner's agent and a vendor and will become a member of the Project Team, which includes the Owner and the Owner's Design Team of Architects, Engineers and other consultants. Small, locally-owned, women- and minority-owned, and HUD's Section 3 businesses are encouraged to apply. The Town of Danville is an equal opportunity employer.

Project Description

- Ryan Edwards and Company is the Project Architect
- Schematic Design phase is 100 % complete
- Design Development will be 100 % complete by 11/30/22
- CM will be expected to: begin document review immediately; work with the Design Team to deliver value to the development of the plans and specifications; and to address construction cost and value management opportunities.
- The DTSC has 75% of project funding and will proceed to the Construction Drawing phase in December, 2022. 100% of the project funding will be in place before Bid Documents are issued.
- Bidding will occur following completion of the construction documents

DTSC is seeking a CM firm with comparable experience in community-based redevelopment projects and historic preservation activities, on publicly funded projects including compliance with Davis-Bacon minimum wages and Section 3 businesses.

Proposals will be evaluated based on experience, references, bonding capacity, proposed management team organization and approach to construction management, schedule, general conditions, preconstruction costs, and CM fee.

Site and Scope

Site

The Danville Train Station was originally constructed in the summer of 1871 and is considered a good example of a late 19th century vernacular stick-style rural station, constructed mostly of spruce and hemlock supported by a fieldstone foundation. It served as a passenger and freight depot for more than a century under the Portland & Ogdensburg Railroad and the Saint Johnsbury & Lamoille County Railroad. The 24 ft. wide by 64 ft. long building is covered in narrow clapboard siding, and its interior is divided into a traditional passenger section and freight section. According to a determination of significance and distinctive features report coordinated through the Vermont Housing and Conservation Board, the character defining features of the exterior and interior of this building include “its rectangular, single story, gable roofed form, gable screen, bracketed track-side canopy, bay window for ticket office, paneled doors, sliding cargo doors, pediment trim over window and doors, multi-pane double hung sash, wood clapboards, vertical board siding on bay window, and flat trim.” The interior passenger side of the building has retained original walls and ceiling beaded in yellow pine and maple and yellow birch floors.

Scope

Please refer to attached Outline Specifications

The building will be vacant throughout the project.

Project goals

- Collaborate with multiple external funding and technical assistance entities.
- Meet a high level of energy efficiency striving for 100% electrification using Efficiency Vermont
- Historic preservation components will be reconstructed in compliance with National Park Service Secretary of the Interiors standards for historic preservation, including historic window preservation, facade restoration and preservation.
- Site improvements will include surface grading, parking, and landscaping.

Project Funding

- Preservation Trust of Vermont - Freeman Foundation
- Department of Historic Preservation
- The Town of Danville
- Vermont Housing and Conservation Board
- Agency of Commerce and Community Development - Municipal Planning Grant
- Agency of Commerce and Community Development - Downtown Transportation Fund

- Private Donations
- Vermont Department of Parks and Recreation - Vermont Outdoor Economic Collaborative

Project Team

The CM will become a member of the project team consisting of the Owner, Architect, Engineers, and representatives of Efficiency Vermont and the Vermont Lead-Hazard Control Program. At this time, the project team is as follows:

Owner: The Town of Danville as represented by the Danville Train Station Committee

Architect: R. Edwards and Company, PLC

In addition to the project team, various staff and consultants who represent project funders will likely request involvement in discussions of renovation plans throughout design development, construction documents, and bidding processes.

CM selection schedule

RFP available: 10/27/22

Initial site walkthrough: 11/14/22 at 2:00pm

Questions due: 11/14/22

Proposals due: 11/30/22 by 4:00pm

Selection & Notification: 12/7/22

It is the Owner's intent to select a CM by December 7, 2022. The Owner may choose to interview final candidates utilizing an online platform prior to making its final decision. If necessary, interviews will be held on or around December 1, 2022. The Owner reserves the right to accept or reject any or all of the proposals.

Site Walkthrough

The site visit will be held on 11/14/22 at 2:00 pm. Attendance at site visit will be a factor in evaluating proposals. Additional site visits may be requested by the applicants.

Preliminary Project Schedule

Deadline for Response to RFQ: 11/30/22 by 4:00pm

Interview for Potential Candidates: On or around 12/1/22

Selection and notification: 12/7/22

50% Design Development: 11/1/22

100% Design Development: 11/30/22

Construction Documents: 3/1/23

Bid Documents and Final Permits: 3/30/23

Commencement of Construction: 5/1/23

Anticipated Completion: 10/1/23

General Information and Construction Management Proposal Submission

Please submit your proposal by 4pm 11/30/22. Any questions on the proposal should be directed to:

Sally Fishburn
safishburn@gmail.com

The project team assumes no responsibility or liability for any cost incurred by applicants in responding to this RFQ. This is a best-value procurement. The development team reserves the right to reject, in whole, or in part, any proposal for any reason. Responses to this RFQ will be evaluated by DTSC based on the following criteria:

- Firms overall qualifications and experience as submitted on AIA A305
- Experience with similar projects especially in regards to:
 - Construction Management approach to construction
 - Adaptive reuse of historic buildings
 - Coordination of multiple sub-contractors
 - Publicly funded projects
 - Timely completion of construction

Please note that all savings at the end of the project under the Guaranteed Maximum Price (GMP) shall be realized solely by the Owner.

Preconstruction Scope of Work

The form of contract that will be used shall be the AIA Document A133-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor and A201 2001 General Conditions. The A133 contract shall be used for preconstruction services with an amendment to include the Guaranteed Maximum Price.

The selected firm will be expected to provide the following services in addition to the full range of services as described in A1A A133-2009 and A1A 201 2007, (DTSC reserves the right to amend, as required by funding agencies). In submitting a proposal, please address all the items and include any relevant information regarding your firm and the proposal.

- Participate in design sessions with the Owner and Design Team through design development completion and construction/bidding documents.
- Research energy efficiency scope of work and HVAC options with the Project Team and Efficiency Vermont, to Owner's satisfaction.
- Develop cost estimate to ensure that all building systems and components are included, quantified and within budget. The CM, in cooperation with the DTSC and Architect, will establish a Guaranteed Maximum Price (GMP) that will become the basis for the construction contract. The price is to be based on design documents that may be revised to incorporate cost savings measures.
- Advise the Architect on construction methods, materials, and any trade coordination or permit related issues.
- Coordinate bid packaging collaboratively with the Project

Cost Estimating:

The Architect, the Owner's DTSC team, and selected CM will work together to develop a strategy and schedule for developing cost estimates as well as defining when and how to arrive at a GMP. At minimum it would include the following:

- Development of an initial cost estimate based on the Schematic Design drawings and outline Comparative pricing of specific assemblies and systems as Design Development is completed and Construction Documents are developed
- Detailed line item cost estimate at completion of Design Development and at 50% Construction Document (CD) review;
- Update estimate at 80% CD review; and
- Establishment of GMP.

As part of their proposal the CM is to explain in detail their cost estimating methodology and the amount of detail typically provided, particularly in regard to estimating Mechanical, Electrical, Plumbing and Fire Protection prices.

Provide a sample estimate to illustrate what the Owner and Design Team might expect.

Contractor General Services and Requirements

1. The Construction Manager and all of the subcontractors are required to meet Davis-Bacon wage regulations for residential construction and associated reporting requirements. The CM is responsible for coordinating compliance reporting and documentation.
2. The Construction Manager must pre-qualify all subcontractors and review with the project team.
3. Three (3) bids, at minimum, will be required for all aspects of the work from qualified subcontractors. If the CM intends to bid on any work to be performed by their own forces, three bids from qualified subcontractors must be obtained and all bids submitted directly to the Architect in sealed envelopes. All subcontractors shall be subject to the acceptance of the Owner.
4. The Construction Manager will solicit bids from WBE, MBE and DBE companies.
5. All contracts, subcontracts, and work must be in accordance with and contain federal, state and local requirements and regulations language, including debarment, EEOC, lobbying, and WBE, MBE and DBE contractors, and workplace.

Submission Requirements

Include the following in your proposal – utilizing tabs, please organize your proposal using the same outline as the sections and paragraphs below:

Required Documents:

Enclose the following documents in proposal;

1. Qualification statement Form AIA A305;
2. Most recent audited financial statement;
3. Confirm ability to bond the final contract values, your firm's bonding rate, and a letter from your insurance carrier indicating your firm's ability to acquire a 100% Performance Bond and a 100% Payment Bond; and
3. DUNS Number.

Company Experience:

1. Describe the construction management approach that your company utilizes and how it applies to this project.
2. Describe your experience with an adaptive reuse of a historic building.
3. Provide a list of third-party subcontractors you have worked with (for example, mechanical, electrical, weatherization and environmental firms).
4. Describe the division(s) of work characteristically performed by your firm's own forces. Itemize the divisions of work you expect will be performed by your own forces for this project.
5. Describe your experience working on grant funded projects and related requirements, including Davis Bacon.
6. Describe your process for ensuring compliance with workplace safety regulations.

Company Profile:

1. Provide an organizational chart.
2. Identify your critical team members, including project manager, estimator, and on-site superintendent. Indicate each of their specific, relevant experience. Provide resumes, project experience, and a minimum three references from projects of similar size for each. Be prepared to include critical team members in an interview, if required, to be held the week of November 28, 2022. The interview will likely take place via Zoom.
3. Indicate the team members' responsibilities during the project design and construction.
4. Outline the communication procedures, meeting schedules, and schedule tracking procedures you employ on this type and size project.

Bidding and Construction Procedures:

1. Describe the pre-qualification and competitive bidding procedures your firm uses to assure your clients of the lowest cost and best value.
2. Present your firm's ability to comply with the federal bidding requirements that for all subcontracts, sealed bids must be publicly solicited and a firm fixed-price contract (lump sum or unit-price) awarded to the responsible qualified bidder whose bid, when in conformance with all terms and conditions of the invitation for bids, is the lowest price. In all cases, it is expected that no fewer than three bids from qualified sub-contractors shall be solicited and documented for all aspects of work. All sub-contractors shall be subject to the acceptance of the Owner.
3. Discuss the historical accuracy of your estimating and scheduling activities.
4. Explain your approach to value engineering during the design process especially as related to systems and materials choice.
5. Detail cost estimating methodology and the amount of detail typically provided.
6. Describe your approach to design/build MEPF, experience with design build MEPF and fee impact if Owner decides to move forward with a design build MEPF process.

7. Describe your approach to successful delivery of high-performance building envelopes and systems.
8. Describe your roles during construction and the value that your team would add to the process.
9. Submit examples of your billing and accounting procedures to demonstrate project status to the client.
10. Describe your firm's approach to on-site safety and provide a current, written copy of your "Experience Modification Rate" signed by your insurer.
11. Describe your firm's Quality Assurance Program.
12. Provide evidence and references of warranty response.

Construction Management Procedures:

1. Describe the process by which you arrive at a Guaranteed Maximum Price (GMP).
2. How does your company account for the project under a GMP?
3. How does the Owner benefit from cost savings developed during the project?
4. How do you generate and cost out change orders?
5. Describe what pre-construction services you will provide.

Fee Proposal: (include answers to all of the following items)

1. List Construction Manager's fee for the project. The CM fee is to include all costs specifically called out in AIA121/CM Article 6.2.1. The fee is also to include all costs for any and all construction management staff time not included in general conditions, regardless of where these personnel are stationed.
2. List anticipated charges for pre-construction services and how they are arrived at and billed for.
3. State the mark-up you will apply to additive and deductive change orders.
4. Confirm what estimating contingency percentage would be required in the GMP.
5. Provide your anticipated duration of construction and how you determined that timeframe.
6. Provide the percentage of total project cost that general conditions represent, as shown on the AIA 02/703 schedule of values, on three relevant and similar projects completed in the last three years. A Classification of Project Costs (Table A) is included to provide direction on the allocation of anticipated job costs. The scope of work items listed in the "General Conditions" column are included on the attached.
7. A proposed list of General Conditions should be submitted with your proposal. The scope of work items listed in the "Direct Cost of Work" and "CM Overhead & Profit" columns are included for reference in the RFQ, and should be reviewed, confirmed and included within the GMP by the successful CM.
8. List the personnel and fees charged in General Conditions (all personnel costs to include compensation, benefits and payroll taxes, and insurance).
9. List your retail rates by position for all personnel that would apply to work done by your own forces outside the terms and conditions of the contract.
10. Provide a list of hourly rates, including small tools, travel & vehicle expense for the following: Project Managers, Project Engineers, Superintendent, Foreman, Carpenters, Laborers, Clerical and any other staff that may be involved in the project.

SUBMISSION REQUIREMENTS

Questions must be in writing. No phone calls will be accepted. Email questions on the RFQ to safishburn@gmail.com.

Submit the completed response form and the CM proposal electronically no later than 4 p.m. on 11/30/22 , by email to safishburn@gmail.com

**Ryan Edwards, at
R.Edwards and Company Architects
5077 Vermont Route 14
East Calais, Vermont 05650**

**Sally Fishburn at
399 Old Stagecoach Rd.
Danville, VT 05828**

Marketing materials being provided should be added as a supplement to the submission requirements and at the end of the submission.

**Attached Documentation
Outline Specifications
Schematic Architectural Drawings
Scematic Civil Drawings**

**Documents can be accessed at:
[Attachments](#)**